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Acting Chief, [REDACTED]  
Thru: Chief, Services Division  
Acting Chief, [REDACTED]

February 9, 1950

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Property Procedure

1. The following procedure relative to the mechanics involved in disposing of surplus property is forwarded for the information and guidance of individuals concerned:

a. Preparation of Disposal Document: The Property Officer, Surplus Property Account, will prepare SPB-1 Form, "Declaration of Surplus Property" listing separately, serviceable, unserviceable and salvageable items of supplies and equipment which are excess to the needs of CIA. All pertinent information with respect to name of declaring agency, location, complete detailed nomenclature, quantity, unit, condition and fair market value of the items will be reflected on the form. The disposal document will be routed to the Chief, [REDACTED] for action.

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b. Action by Chief, [REDACTED]: Reasons for requesting disposal of excess serviceable, unserviceable and salvageable items will be set forth in a memorandum and directed with copies of the declaration to the Chief, Supply Branch, AS, on or before the 15th day of each month. Justification for disposal of each category of excess property will appear herein as outlined below:

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- (a) Yearly consumption data.  
(b) Quantity to be retained in stock.  
(c) Last issue date.

(2) Excess Unserviceable Property: Every effort should be made to repair damaged property prior to disposal. However, if (a) the cost of repairs is not practical from an economical viewpoint, (b) it is determined, based on issue experience, that disposal should be effected, and (c) it has been determined that such items should not be retained in

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stock due to security factors involved, repairs will not be effected. Such information, if applicable, as contained above will be the basis for justifying disposal of excess unserviceable property and in addition, the following information will be furnished in the form of a memorandum:

- (a) Yearly consumption data.
- (b) Quantity to be retained in stock.
- (c) Last issue date.

(3) Scrap or Salvageable Items: If it is determined that items are beyond the state of economical repair and do not have any resale value, a statement to that effect will be contained in a memorandum and directed to the Chief, Supply Branch, AS.

c. Action by Chief, Services Division and Chief, [redacted]

Upon receipt of memorandum and declarations in categories specified above, the Chief, Services Division, who is final approving authority with respect to disposal of excess property, will, with the Chief, [redacted] physically inspect all property to be disposed of. This inspection will be made on or about the 20th day of each month and will be a specific requirement prior to effecting disposal of excess property. If verbal approval to dispose of excess property has been obtained, the memorandum received from the Chief, [redacted] will be indorsed by the Chief, [redacted] and directed to the Chief, Services Division for approval.

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d. Action by Chief, [redacted]

Upon receipt of memorandum from Chief, Services Division approving disposal of excess property, the Chief, [redacted] will submit the declaration to the Federal Supply Service with a transmittal memorandum prepared for the signature of the Chief, [redacted] AS, requesting a waiver to effect disposal of property. Upon receipt of waiver or notification as to method of disposal, action will be taken to transfer excess property without delay. Processing of such paperwork to Federal Supply Service will, in most cases, be handled by the Property Officer, Surplus Property Account, who, in turn, will discuss authorized methods of disposals. If a definite method of disposal has not been furnished by the Federal Supply Service, the Chief, [redacted] AS will be contacted relative to furnishing disposal instructions.

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e. Surplus Property Records: The [redacted]

[redacted] will be responsible for maintaining a central record of all paperwork pertaining to disposal of agency property. This should

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include the initial request for disposal of property, authorization, and disposal documents.

2. The internal operating procedure as indicated above does not in any way conflict with regulations as established by the Federal Supply Service or agency policy. Method of disposal will, in most cases, be determined by the Federal Supply Service and action will be taken accordingly.

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Chief, Services Division

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Supply Branch

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